

Government of Alberta



Electronic Disposition System - Reclamation Certificates and E-Payment User Manual

Land Dispositions Branch

June 22, 2012

Disclaimer

In this disclaimer provision:

“Crown” means Her Majesty the Queen in right of the Province of Alberta;

“Minister” means the Minister responsible of the Alberta Sustainable Resource Development;

“Their employees” means and includes each, any and every officer, employee, servant and agent of either or both of the Crown and the Minister and without limiting the generality of the foregoing, and includes employees of the Crown and the Minister employed in Alberta Sustainable Resource Development.

“EDS” means the Electronic Disposition System and all programs, hardware, documentation, functions and services forming a part thereof or associate therewith.

The Crown, the Minister and their employees and the contractors and technical advisors of the aforesaid:

- (a) Make no warranty or representation, whether expressed or implied, to any person with respect to this material or documentation of EDS or as to the service, performance, quality, merchantability or fitness of any part of the aforesaid for any purpose; and
- (b) Shall not be liable for any action, damages or claims, whether occasioned by negligence or otherwise, that any person, user, Subscriber or any employees of the aforesaid may hereafter have, allege or become entitled to (including but not limited to any claim of third-party contribution of indemnity, any economic or moral loss, or direct, immediate, special, indirect or consequential damages which do, may, or are alleged to arise as a result of:
 - (i) The use of this material or documentation or EDS or any service connection therewith; or
 - (ii) Any error or omissions in data or any loss or partial loss of data or incomplete retrieval of information, even if any or all of the Crown, the Minister or their employees were advised of the possibility of such risk, action, claims or damages, including damages sustained or actions brought by third parties and claims made against the Subscriber by third parties.

The entire risk of loss relating to or associated with the quality and performance of EDS and any product and results thereof shall be assumed by the Subscriber and by any other user of EDS.

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EDS Overview

EDS is an online service that allows clients to submit specified applications/amendments and documents for surface dispositions to SRD electronically. Presently EDS has 4 subsystems:

- **Surface Dispositions** allows for submission of specified purpose codes for License of Occupation (LOC), Mineral Surface Lease (MSL), Pipeline Agreement (PLA), Pipeline Installation Lease (PIL), Easement (EZE), Vegetation Control (VCE) and Rural Electrification Association (REA) disposition types.
- Surface Material Lease allows for submission of Surface Material Lease (SML) and associated License of Occupation (LOC) dispositions.
- Disposition Maintenance has:
 - AOA Maintenance which allows for submission of Area Operating Agreement (AOA) Monthly Status Reports and
 - Site Entry Submissions which allows clients to submit site entries for their Enhanced Approval Process (EAP) applications
- Reclamation Certificate Application Submissions allows for submissions of applications for reclamation certificates on Public Land.
- Public Land Disposition Enhanced Approval for submissions of upstream oil and gas activities.
- Application/Amendment Status Check Request for inquiries about processing of submitted activity applications.

For details about each of the subsystems please review the individual User Manual.

EDS will allow clients to submit applications and amendments during extended hours. It will also provide validation of selected data fields at the client workstation thereby assisting the client to minimize the opportunity for errors on the submission.

Applications that are accepted by EDS for uploading to Land Standing Automated System (LSAS) will be assigned an activity number by EDS and emailed back to the client along with a copy of the application. The opportunity that will be provided by this automated system will ensure that clients are provided with efficient and consistent service.

1.1 Hours of Operations

EDS Support help desk is available Monday to Friday 8:15 am to 4:30 pm except statutory holidays. The system is available from 6:30 am to 10:00 pm everyday.

1.2 EDS Use Restrictions

1.2.1 Dispositions Restrictions

- EDS is limited to MSL, LOC, PLA, PIL, EZE, VCE, SML and REA disposition types for processing applications and amendments.
- Applications or amendments processed using EDS at this time must have only one applicant.
- The maximum number of different dispositions types on a plan is two.
- Confirmation Number can only be used once.
- One selected purpose for each disposition type only.
- Multiple plans for an activity will not be accepted.
- Clients and stakeholders involved must be active and registered in LSAS
- Successful submission does not denote approval by the Crown

1.2.2 Reclamation Certificate Application Submissions Restrictions

When accessing the Reclamation Certificate Request option, the certificate is restricted to one client identification number, the holder can not be cancelled and the disposition is required to be in their name. We require the user to

be restricted to one Mineral Surface Lease (MSL) per request. The user must check at least one (1) schedule to be required for attachment. Users can not use a Pipeline Agreement (PLA) as an associated facility but must complete a request for reclamation certificate individually. The user must indicate that the request is not within a special areas or provincial park area, therefore not allowing the request to continue. The user must have an option to be able to submit more than one certificate per session for e-payment purposes.

Dispositions Reclamation Maintenance is restricted to the submission for a ‘Request for Reclamation Certificate’ and is to be used for the cancellation of activities which fall under the definition of ‘specified land’ under the *Alberta Environmental Protection and Enhancement Act*.

The holder is not to send copies to the Public Land District Offices unless a Grazing Reserve is involved and they are the registered owner of the reserve.

All information is to be on standard 8.5” X 11” paper and is to be single sided.

1.3 Attachment Requirements

1.3.1 Documents

All documents submitted to the department other than the plan submission package and the AOA Monthly Status Report must be in a Microsoft Word (.doc) or portable document format (PDF). Documents that require imaging must be scanned to the following standard and converted into a PDF format for submission.

Black & white 300 dpi

Colour 150 dpi

The file naming must not contain spaces or more than one dot (period). Use of special characters such as *, -, (,), @, %, \$, or % are not allowed in the file name.

Reclamation Request Documents required for submission are:

- Cover Letter
- Application Package including the application form and all applicable schedules which can include: Schedule One, Attachments, Schedule Two, Phase 1, Environmental Site Assessment, Schedule Three, Drilling Waste Documentation, Schedule Four, Phase 2 Environmental Site Assessment and Schedule Five, Reclamation Information

1.3.2 Request for Reclamation Certificate “Upstream Oil and Gas” Application Package

When submitting a Request for Reclamation Certificate for Upstream Oil and Gas, a zip package must contain:

- Cover Letter
- Use the Current Wellsite Reclamation application form which can be found on the Environment website at: environment.alberta.ca
- All applicable schedules [Schedules one (1) to five (5)]
- Electronic payment in the amount of &700.00 (Seven Hundred Dollars)

1.3.3 Request for Reclamation Certificate “Oil Sands Exploration Programs” and “Coal Exploration Programs”

When submitting an application for Reclamation certificate for exploration programs, a zip package must contain:

- Cover Letter
- Use the Current Wellsite Reclamation application form which can be found at environment.alberta.ca and search for “Wellsite reclamation certificate application process”.
- All applicable schedules [Schedules one (1) to five (5)]
- Electronic payment in the amount of \$300.00 (Three Hundred Dollars)
- Follow the Coal and Oil Sands Exploration Reclamation Requirements Directive 2010-01 at srd.alberta.ca

1.3.4 Request for Reclamation Certificate “Sand and Gravel” or “Other”

When submitting an application for Reclamation Certificate for sand and gravel or other dispositions requiring a reclamation certificate, a zip package must contain:

- Cover Letter
- Use the current “Surface Materials Reclamation Certificate Request” form located at srd.alberta.ca and
- Plan (Highlighted in yellow)
- Electronic payment in the amount of \$300.00 (Three Hundred Dollars)

1.4 EDS URL


Within the address bar of the browser, type the following URL: **https://securexnet.env.gov.ab.ca/eds_login.html**

1.5 Navigation


EDS functions like most web applications, other than the Enter and Back keys on your browser. Please use the buttons provided to navigate to the pages required.

| Buttons | Description |
|--------------------------------------|--|
| Submit | This button is located on the bottom of the review page. When the button is selected the data provided is committed to the database. |
| Back | This button is located on the bottom of most pages. The button is selected to go back to the previous page. |
| Correct | This button is available when the system detects that there is an error in the data provided. Selecting the button allow the uses to go to the page with the error. |
| Browse | This button is used to browse for the attachments. Selecting this button opens a file-browsing window. Select the file required by highlighting the file, or double clicking on the file and select the OPEN button on the window. |
| Cancel | This button is used to return to the main page. |
| Next | This button is located at the bottom of most pages. Selecting this button forwards to the next page in the process. |
| Finish | This button is located on the successful submission page (the last button in submitting a successful application or amendment). Selecting this button returns you to the main page. |
| Display & Print Form | This button enables you to print or save the application or amendment form. Selecting this button launches Adobe Reader where you can select to save or print the files. |
| Hyper Link | |
| Click here to correct the above form | This Link is located under each form in the Submission Review page. This gives the user an opportunity to make corrections to a form. |
| Click here to correct attachments | This Link is located under each form in the Submission Review page. This gives the user an opportunity to make corrections to the attachments. |

2. EDS Front Page



[Contact Us](#)
[EDS Website](#)
[Help](#)
[Logout](#)



Location: [Alberta Government](#) > [Sustainable Resource Development](#) > [Electronic Disposition System](#)

Welcome to Electronic Disposition System

Please make a selection

- Public Land Disposition Applications & Amendments**
 This selection will enable you to submit applications or amendments for dispositions on public lands for EZE, LOC, MSL, PLA, PIL, REA SML & VCE purposes.
- Disposition Maintenance**
 This selection will enable you to submit AOA Monthly Status Report and create a Site Entry notification.
- Reclamation Certificate Application Submissions**
 This selection will enable you to submit application for Reclamation Certificate on *Public Land*.
- Public Lands Disposition Enhanced Approval**
 All applications for upstream oil and gas activities, (excluding in-situ oils sands production, oil sands mines operations, and those dispositions being applied for through the AOA process) for the disposition types of Mineral Surface Lease (MSL), License of Occupation for access (LOC), Pipeline Agreement (PLA), and Pipeline Installation Lease (PIL) must be submitted through the "Public Land Disposition Enhanced Approval" selection #4, effective September 1st, 2010.

 Any disposition applications that are outside of the scope of the "Public Land Disposition Enhanced Approval" selection #4, must be submitted through the "Public Land Disposition Application & Amendments" selection #1, or "Disposition Maintenance" selection #2, as appropriate.


 Any disposition application submissions that are in scope of the "Public Land Disposition Enhanced Approval" selection #4, and submitted through any other selections will be rejected.

 Any disposition applications submitted through the "Public Land Disposition Enhanced Approval" selection #4, that are outside of the defined scope will be rejected.
- Application/Amendment Status Check Request**
 This selection will enable you to send a request for the status of application/amendment.
 This must be used to request a status of an application processed by the Industrial, Oil and Gas Applications Unit.

Warning: Please refrain from using the Browser "Back" function or "Enter" key while using the EDS Application.

Sep 14, 2011, 02:35PM

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 The user agrees to the terms and conditions set out in the [Copyright and Disclaimer](#) statement.
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After successfully signing on, Industry Clients will be presented with a menu that offers three service options. The service options are:

- Public Land Disposition Applications & Amendments
 - Create applications
 - Amend dispositions
 - Amend two associated dispositions
 - Amend One of two associated dispositions
 - Amend an existing disposition and create a new associated disposition
 - Plan package submission for paper applications and amendments
- Area Operating Agreement Maintenance
 - Submission for AOA Monthly Reports
- Reclamation Certificate Application Submissions
 - Submit an application for a reclamation certificate

2.1 Help

The three Help function, located at the top of the page is “Contact Us”, “EDS Website” and “Help”.

- Selecting ‘Contact Us’ will generate an email to EDS.support@gov.ab.ca where you can indicate any questions or comments.
- Selecting ‘EDS Website’ will forward you to the EDS website where you can browse information available.
- Selecting ‘Help’ will launch the EDS Online Help.

The Online Help will show a number of topics are displayed.

To print any topic right click your mouse and select print.

For information on Electronic Disposition System, go to srd.alberta.ca and search for EDS.

<http://srd.alberta.ca/FormsOnlineServices/IndustryOnlineServices/ElectronicDispositionSystem/EDSFAQ.asp>

3. Reclamation Certificate Application Submissions Screens

3.1 Client ID Search

Client Search Screen Components

The following table lists all elements available on this screen:

| Field or button name | Properties | Name/Remarks |
|----------------------|------------------|--|
| Applicant Client ID | TEXT ENTRY, M | APPLICANT CLIENT ID This is the pre-assigned ID used to identify the applicant |
| Cancel | BUTTON | CANCEL Clicking this button will cancel the service and return to the Industry Client menu |
| Next | BUTTON | NEXT Clicking this button will trigger a validation of the APPLICANT CLIENT ID. If valid, the Client Search Results screen will be displayed. If not valid, an error screen will be displayed. |
| Label in red | TEXT | TEXT A notice that states: “Reclamation Certificate Application within Private Land, Special Areas or Provincial Parks cannot be submitted online. Please apply to Alberta Environment (Regulatory Approval Centre).” |

Legend: *M* : *Mandatory field*
 O : *Optional field*

Error message will display

- Client ID entered must be 10-digit number
- Client ID must match LSAS record
- Client ID must be valid and active
- Client ID cannot be of type “Mineral”
- Client ID entered is not validated against the stakeholder name

3.2 Client Search Results and “Add Disposition” Form

3.2.1 Client Search Results

ELECTRONIC DISPOSITION SYSTEM

Location: Alberta Government > Sustainable Resource Development > Electronic Disposition System

Request For Reclamation Certificate

| | |
|-----------------|---------------------|
| Client ID: | 8060811001 |
| Applicant: | YAP, SHARON |
| Address: | 9915 108 ST FLOOR 2 |
| City: | EDMONTON |
| Province/State: | Alberta |
| Postal/ZIP: | TSK 2G8 |
| Country: | CANADA |

Digital Reply:
Forward copy of Application Request to
Email Address:

| | |
|----------------|---------------------------------|
| Contact: | Staniszewski, Krystian |
| Company: | YAP, SHARON |
| Address: | 9915 108 ST FLOOR 2 |
| City: | EDMONTON |
| Province: | Alberta |
| Postal Code: | TSK 2G8 |
| Country: | CANADA |
| Email Address: | krystian.staniszewski@gov.ab.ca |

Request Package:
Application Package including the application form and all applicable schedules. (Check boxes below of those schedules include)

☐ Schedule One
☐ Schedule Two
☐ Schedule Three
☐ Schedule Four
☐ Schedule Five

Client Search Results Screen Components

The following table lists all elements available on this screen:

| Field or button name | Properties | Name/Remarks |
|----------------------|--------------|--|
| Applicant Client ID | DISPLAY ONLY | APPLICANT CLIENT ID This is the APPLICANT CLIENT ID specified on the previous screen. |
| Organization Name | DISPLAY ONLY | ORGANIZATION NAME This is the name of the applicant organization. |
| Address | DISPLAY ONLY | ADDRESS This is the street address of the organization. |
| City | DISPLAY ONLY | CITY This is the city associated with the address of the organization. |
| Province/State | DISPLAY ONLY | PROVINCE/STATE This is the province or state associated with the address of the organization. |
| Postal/Zip | DISPLAY ONLY | POSTAL/ZIP This is the postal or zip code associated with the address of the organization. |
| Country | DISPLAY ONLY | COUNTRY This is the country associated with the address of the |

EDS – Reclamation Certificates and E-Payment

| Field or button name | Properties | Name/Remarks |
|-----------------------------|--------------|---|
| | | organization. |
| Contact | DISPLAY ONLY | CONTACT This is the name of the contact person applying for the reclamation certificate |
| Email Address | DISPLAY ONLY | EMAIL ADDRESS This is the email address of the contact person applying for the reclamation certificate |
| Digital Reply Email Address | TEXTBOX | DIGITAL REPLY EMAIL ADDRESS This is the email address where a confirmation email will be sent once a request for a reclamation certificate has been submitted. |
| Back | BUTTON | BACK Clicking this button triggers a return to the Client Search screen. |
| Next | BUTTON | NEXT Clicking this button will trigger a validation of the APPLICANT CLIENT ID. If valid, the Applicant Search Result screen will be displayed. If not valid, an error screen will be displayed. |

Legend: M : Mandatory field
O : Optional field

3.2.2 “Add Disposition” Form

On the same page as the client search results, below the client search results, there is a button called “Add Disposition”. On clicking the button, the client gets a form where the activity number, type, and associated facilities can be specified.

| Request For Reclamation Certificate | |
|-------------------------------------|---------------------|
| Client ID: | 8060811001 |
| Applicant: | YAP, SHARON |
| Address: | 9915 108 ST FLOOR 2 |
| City: | EDMONTON |
| Province/State: | Alberta |
| Postal/ZIP: | T5K 2G8 |
| Country: | CANADA |

Digital Reply:
Forward copy of Application Request to
Email Address:

| | |
|----------------|---------------------------------|
| Contact: | Staniszewski, Krystian |
| Company: | YAP, SHARON |
| Address: | 9915 108 ST FLOOR 2 |
| City: | EDMONTON |
| Province: | Alberta |
| Postal Code: | T5K 2G8 |
| Country: | CANADA |
| Email Address: | krystian.staniszewski@gov.ab.ca |

[Add Disposition](#)

Activity Number:

Activity Type:

☐ Prepared Wellsite (Not Drilled)

☐ Oil Wellsite

☐ Sweet Gas Wellsite

☐ Sour Gas Wellsite

☐ D and A Wellsite

☐ Disposal Well

☐ Oil Production Site

☐ Battery Site

☐ Other Facility

Associated Facilities:

☐ Campsite

☐ Borrow Site

☐ Remote Sump

☐ Access Road

☐ Log Deck/Storage (Green Area)

☐ other

[Del](#)

Request Package:
Application Package including the application form and all applicable schedules. (Check boxes below of those schedules include)

☐ Schedule One
 ☐ Schedule Two
 ☐ Schedule Three
 ☐ Schedule Four
 ☐ Schedule Five

[Back](#)
[Next »](#)

“Add Disposition” Form Screen Components

The following table lists all elements available on this screen:

| Field or button name | Properties | Name/Remarks |
|----------------------|------------|--|
| Disposition | | |
| Add Disposition | BUTTON | ADD DISPOSITION Clicking this button adds a form with the following fields. Activity Number, Activity Type, Associated Facilities. Up to 3 such forms can be added, meaning that only one main and up to two associated dispositions can be applied for per submission |

| Field or button name | Properties | Name/Remarks |
|--|----------------|---|
| | | session. |
| Activity Number | TEXT ENTRY | ACTIVITY NUMBER The unique number associated with the surface disposition for which a reclamation certificate is being sought. |
| Activity Type | CHECKBO XES | ACTIVITY TYPE The type of the surface disposition. |
| Associated Facilities | CHECKBO XES | ASSOCIATED FACILITIES The associated facilities of the surface disposition. |
| Request Package | | |
| Request Package | CHECKBO XES | REQUEST PACKAGE Used to indicate which schedules are being included with the reclamation certificate application. |
| <i>Legend:</i> <i>M</i> : <i>Mandatory field</i> <i>O</i> : <i>Optional field</i> | | |

3.3 File Upload Attachment Screen

The screenshot shows the 'File Upload for Request For Reclamation Certificate' screen. At the top, there is a banner for the 'ELECTRONIC DISPOSITION SYSTEM' with navigation links: 'Contact Us', 'EDS Website', 'Help', and 'Logout'. The 'Alberta Government' logo is on the right. Below the banner, the breadcrumb trail reads: 'Location: Alberta Government > Sustainable Resource Development > Electronic Disposition System'. The main heading is 'File Upload for Request For Reclamation Certificate'. The instructions state: 'Please Upload the zip file'. Step 1: 'Click Browse to select the file required for upload.' Step 2: 'Click the Upload button. A message will be displayed on the status of the Upload.' The upload area includes a 'File:' label, a text input field, 'Browse' and 'Upload' buttons, and a status message: 'Status: Waiting for File Upload...'. At the bottom of the upload area are 'Back' and 'Next »' buttons. A red note at the bottom states: 'Reclamation Certificate Application within Private Land, Special Areas or Provincial Parks cannot be submitted online. Please apply to Alberta Environment (Regulatory Approval Centre)'. The footer contains links for 'Sustainable Resource Development', 'Search', 'Contact Us', and 'Privacy Statement', along with a disclaimer and copyright notice: 'The user agrees to the terms and conditions set out in the Copyright and Disclaimer statement. © 2006 Government of Alberta'. The 'Alberta Government' logo is also present in the bottom right corner.

File Upload Attachment Screen Components


The following table lists all elements available on this screen:

EDS – Reclamation Certificates and E-Payment


| Field or button name | Properties | Name/Remarks |
|-----------------------------|-------------------|---|
| Browse | BUTTON | BROWSE Clicking this button will invoke a dialogue to locate and select the required file. |
| Upload | BUTTON | UPLOAD Clicking this button will initiate the file upload, and the user will have to wait until it's indicated the Upload is complete. |
| Back | BUTTON | BACK Clicking this button will return to the previous screen. |
| Next | BUTTON | NEXT Clicking this button will load the submission review / confirmation page. |

Legend: *M* : *Mandatory field*
 O : *Optional field*

3.4 Submission Review / Confirmation



[Contact Us](#)
[EDS Website](#)
[Help](#)
[Logout](#)



Location: [Alberta Government](#) > [Sustainable Resource Development](#) > [Electronic Disposition System](#)

Request For Reclamation Certificate Confirm

| | |
|-----------------|---------------------|
| Client ID: | 8060811001 |
| Applicant: | YAP, SHARON |
| Address: | 9915 108 ST FLOOR 2 |
| City: | EDMONTON |
| Province/State: | Alberta |
| Postal/ZIP: | T5K 2G8 |
| Country: | CANADA |

Digital Reply:
Forward copy of Application
Request to Email Address:
krystian.staniszewski@gov.ab.ca

| | |
|----------------|---------------------------------|
| Contact: | Staniszewski, Krystian |
| Company: | YAP, SHARON |
| Address: | 9915 108 ST FLOOR 2 |
| City: | EDMONTON |
| Province: | Alberta |
| Postal Code: | T5K 2G8 |
| Country: | CANADA |
| Email Address: | krystian.staniszewski@gov.ab.ca |

Disposition

Activity Number: LOC090001
Activity Type: Prepared Wellsite (Not Drilled)
Associated Facilities: Campsite

Request Package:
Application Package includes the application form and all applicable schedules.

Schedule One: Y
Schedule Two: N
Schedule Three: N
Schedule Four: N
Schedule Five: N

Upload File: test.zip

Application Fee: \$700.00

Submission Review Screen Components

The following table lists all elements available on this screen:


| Field or button name | Properties | Name/Remarks |
|--|----------------|--|
| Fields “Client ID” through “Email Address” | TEXT FIELDS | SEE SECTION 3.2.1 See section 3.2.1 |
| Disposition | TEXT FIELD | DISPOSITION The portion of the page listing the dispositions (or activities) and their respective activity types and associated facilities for which a reclamation certificate is being sought – as entered on the form described in section 3.2.2. |
| Activity Number | TEXT FIELD | ACTIVITY NUMBER The unique number associated with the surface disposition for which a reclamation certificate is being sought – as entered on the form described in section 3.2.2. |
| Activity Type | TEXT FIELD | ACTIVITY TYPE The activity type – as entered in the form described in section 3.2.2. |
| Associated Facilities | TEXT FIELD | ASSOCIATED FACILITIES The facilities associated with the disposition – as entered in the form described in section 3.2.2. |
| Request Package | TEXT FIELD | REQUEST PACKAGE The portion of the page listing and indicating for which schedules checkboxes were checked and for which they weren’t. |
| Schedule One through Schedule Five | TEXT FIELD | SCHEDULE ONE (TWO, ..., FIVE) The text fields show, one by one, which schedules were checked and which were not – as entered in the form described in section 3.2.2. |
| Upload File | TEXT FIELD | UPLOAD FILE The field shows the name of the zip file being submitted. |
| Application Fee | TEXT FIELD | APPLICATION FEE The field shows the application fee the client is being charged (once they click the PaybyCreditCard button and successfully complete the payment). |
| Back | BUTTON | BACK Button that allows the client to go back to the previous screen. |
| Cancel | BUTTON | CANCEL Button that allows the client to cancel and return to the main EDS menu. |
| PaybyCreditCard | BUTTON | PAYBYCREDITCARD Button that redirects the client to the Eigendev/Mirapay site, using which the client will be able to electronically pay for the submission. |

*Legend: M : Mandatory field
 O : Optional field*

3.5 TD Secure Credit Card Payment Screen


Government of Alberta [Using this Site](#) [Contact Us](#)

[Alberta.ca](#) > Online Payment

 **Complete your Online Payment**

Account SRDLOSUAT is in test mode

Payment Information

 Payment processing powered by TD

Invoice/Order Number: 1956

Amount: \$700.00 CAD

Name on card:


Credit Card Type:

Credit Card Number:

Expiration Date: /

Credit Card CVD: [What's this?](#)

Comments

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MiraPay Secure Credit Card Payment Screen Components

The following table lists all elements available on this screen:

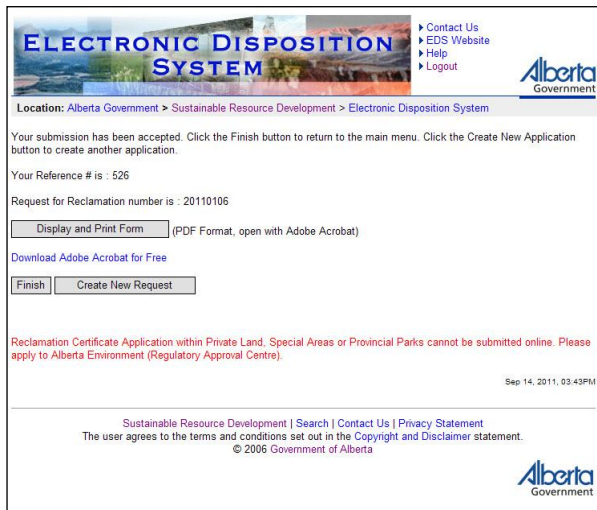
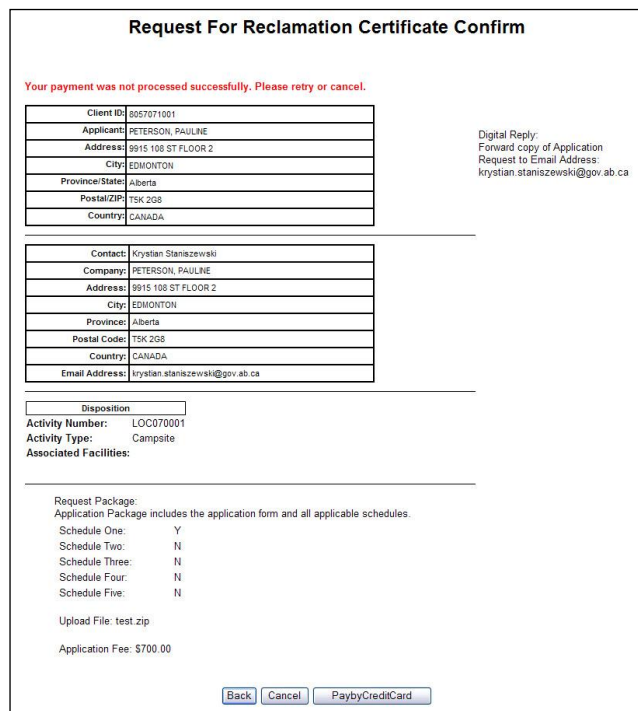
| Field or button name | Properties | Name/Remarks |
|----------------------|----------------|---|
| Invoice/Order Number | TEXT FIELD | INVOICE/ORDER NUMBER The merchant that is receiving the payment. |
| Amount | TEXT FIELD | AMOUNT The amount the client is being charged for their application. |
| Name on card | TEXT ENTRY BOX | NAME ON CARD The client's name. |
| Credit Card Type | DROP-DOWN MENU | CREDIT CARD TYPE The credit card type which will be processed for the application fee. |
| Credit Card Number | TEXT | CREDIT CARD NUMBER |

EDS – Reclamation Certificates and E-Payment

| Field or button name | Properties | Name/Remarks |
|----------------------|----------------|--|
| | ENTRY BOX | The credit card number which will be processed for the application fee. |
| Expiry Date | DROP-DOWN MENU | EXPIRY DATE The expiry date for the credit card. |
| Credit Card CVD | TEXT ENTRY BOX | CREDIT CARD CVD The 3-digit security number located on the back of the card. |
| Submit Payment | BUTTON | SUBMIT PAYMENT On pressing the button the system will attempt to process the payment and the client will be redirected to either an “Approved” page if successful or “Declined” page if not successful. |
| Cancel Payment | BUTTON | CANCEL PAYMENT This allows the client to cancel the payment. |

Legend: *M* : *Mandatory field*
 O : *Optional field*

3.6 Payment Success and Failure Screens

MiraPay Success and Failure Screen Components

See sections 3.4 and 3.7 for the tables listing all the elements on the above screens.

3.7 Successful Reclamation Submission Screen

ELECTRONIC DISPOSITION SYSTEM

[Contact Us](#)
[EDS Website](#)
[Help](#)
[Logout](#)

Alberta Government

Location: [Alberta Government](#) > [Sustainable Resource Development](#) > [Electronic Disposition System](#)

Your submission has been accepted. Click the Finish button to return to the main menu. Click the Create New Application button to create another application.

Your Reference # is : 125

Request for Reclamation number is : 20080072

(PDF Format, open with Adobe Acrobat)

[Download Adobe Acrobat for Free](#)

Reclamation Certificate Application within Private Land, Special Areas or Provincial Parks cannot be submitted online. Please apply to Alberta Environment (Regulatory Approval Centre).

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Successful Reclamation Submission Screen Components

The following table lists all elements available on this screen:

| Field or button name | Properties | Name/Remarks |
|------------------------|------------|---|
| Display and Print Form | BUTTON | DISPLAY AND PRINT FORM Clicking the button downloads the reclamation certificate application form in PDF format. |
| Finish | BUTTON | FINISH Clicking the finish button redirects the client to the main EDS menu. |
| Create New Request | BUTTON | CREATE NEW REQUEST Allows the client to go directly to the reclamation certificate application page to apply for reclamation certificates for more dispositions. |

Legend: *M* : *Mandatory field*
 O : *Optional field*

4. Using EDS to submit a reclamation certificate application

Before you can use EDS to submit a reclamation certificate application, all of the below conditions must be met. In most cases the conditions will be met, but on the off chance that they're not, here are some tips:

1. Check that cookies are enabled in Internet Explorer. This is how you enable them for Internet Explorer 6.0 or greater:
 - a. Select "Internet Options" from the Tools menu.
 - b. Click on the "Privacy" tab.

- c. Click the “Default” button under “Settings” (if it’s grayed out it means cookies are already enabled).
 - d. Click “OK”
2. Check that Java is installed: java.com. And if it isn’t, install it from: java.com.
3. Enable JavaScript if it isn’t already enabled:
 - a. Click “Internet Options” from the Tools menu.
 - b. Click on the “Security” tab.
 - c. Click the “Custom Level” button.
 - d. Enable “Active scripting” under the “Scripting” section.
 - e. Confirm that you want to change the security settings for the zone by clicking “Yes” if you get a warning.
 - f. Click “OK”
4. Check that your browser has 128 bit encryption. To check Internet Explorer, click the “Help” menu and then “About Internet Explorer”. Look for a line that says “Cipher Strength: 128-bit”. If you don’t have it, upgrade Internet Explorer to a newer version: microsoft.com

And here are the steps required for submitting a reclamation certificate application:

1. Open up Internet Explorer and surf to https://securexnet.env.gov.ab.ca/eds_login.html and click the “**the Electronic Disposition System**” link. A new window opens.
2. Enter in your SecureXNET username (it should have the format john.smith – first name, a period, and last name) and your password, choose “**GOA Client**” for Account Type and click Login. You’re redirected to the EDS login screen.
3. Enter in your EDS username (it usually has the format jsmith – first letter of first name and last name) and password. You’re logged in and looking at a menu with the third link being “**3. Reclamation Certificate Application Submissions**”.
4. Click the link mentioned above in step 3: “**3. Reclamation Certificate Application Submissions**”.
5. Enter in the **Applicant Client ID** and click Next. You’re redirected to the “**Request for Reclamation Certificate**” page.
6. Check the email address field (to the right of the Client ID address table) that it is the correct one. If not, change it. An email acknowledging your submission as well as a payment receipt will be sent to that email address.
7. Below the Client ID Address tables there is an “**Add Disposition**” button. Click it and enter in the activity number, select its type and associated facilities using the provided checkboxes. (Repeat up to 2 more times if you’re applying for a reclamation certificate for 3 dispositions.)
8. Check the checkboxes below the disposition form(s) to indicate which schedules you’re including with your application.
9. Click **Next**. You’re redirected to a File Upload page. Here you’re able to upload your zipped files pertaining to the RC application. If this is your first time using EDS to submit an RC application, you’ll have to install an ActiveX control.
10. If you don’t have to ActiveX control installed, click the yellow bar just above the EDS page inside Internet Explorer. Now click Install ActiveX control.
11. After the ActiveX control is installed, and the upload applet starts up, click the **Browse** button and navigate to and double-click your zipped submission files.
12. Click **Upload** and wait for the status to say **Upload is complete!**.
13. Click **Next**. You’re redirected to the confirmation page. Check over the information to make sure everything is alright.

14. Click **PaybyCreditCard**. You're redirected to EigenDev's MiraPay site.
15. Enter in your **Credit Card Number** and **Expiry Date**.
16. Click **Complete Payment**. You're redirected to either an "Approved" or "Declined" page.
17. Click **Close Window**. Back in EDS you're either seeing the message "Your submission has been accepted" or still the review/confirmation page informing you that the submission/transaction wasn't successfully processed.
18. Either click **Finish, Display and Print Form**, or **Create New Request** if you've successfully submitted, or resubmit and correct the credit card number and/or expiry date if the payment didn't succeed.

5. Getting Support

If there are any problems with the SecureXNET login contact the GoA help at 780-427-4357 and select option 1.

EDS Support Team

Phone enquiries regarding login accounts/passwords or system problems should be directed to:

Alex Crosland – (780) 415-4609

Sharon Yap – (780) 422-2518

Raquel Penedo – (780) 415-4613

Krystian Staniszewski – (780) 644-1862

Pauline Peterson, Team Lead – (780) 415-4612

Lands Division Reception – (780) 427-3570

System and Documentation Feedback

Please send any feedback or suggestions to eds.support@gov.ab.ca.

Appendix - A – Reclamation Certificate Application Submission PDF Form**Request For Reclamation Certificate Report**

| | |
|------------------------|-------------------------------|
| Reference Number: | 86 |
| Application Number: | 20080033 |
| Client ID | 8060811001 |
| Applicant | YAP, SHARON |
| Address | 9915 108 ST FLOOR 2 |
| City | EDMONTON |
| Province | Alberta |
| Postal Code | T5K 2G8 |
| Country | CANADA |
| Forward Email | karen.scott@gov.ab.ca |
| Contact | Scott, Karen |
| Company | YAP, SHARON |
| Address: | 9915 108 ST FLOOR 2 |
| City | EDMONTON |
| Province | Alberta |
| Postal Code: | T5K 2G8 |
| Country: | CANADA |
| Email Address: | karen.scott@gov.ab.ca |
| Dispositions: | |
| Activity Number: | PLA001234 |
| Activity Type: | Other EUB Facility (Describe) |
| Associated Facilities: | other |
| Request Package: | |
| Schedule One: | Y |
| Schedule Two: | N |
| Schedule Three: | N |
| Schedule Four: | N |
| Schedule Five: | Y |
| upload file: | New Folder_102MB.zip |

**Appendix - B – Reclamation Certificate Application Submission Payment
Email Receipt**

Subject: SRD Reclamation Certificate Application Internet Purchase UAT

This is a credit card receipt for an internet transaction made from: SRD
Application For Reclamation Certificate (UAT)

Order Date: 9/14/2011 3:42:47 PM
Invoice Number: 1957
Bank Auth Number: TEST
Amount: 700.00 CAD
Transaction ID: 10000101
Transaction Source: Internet Orders|

Name on Card: Name On Card
Card Type: Visa
Email Address: client@company.com

CLIENT INFORMATION:
Name:

SRD INFORMATION:
Online Address:
<http://www.srd.alberta.ca/FormsOnlineServices/Forms/LandsForms/>
Merchant Name: GOA Lands Online Services UAT

COMMENTS:

Appendix - C Reclamation Certificate Application Submission Confirmation Email

Subject: EDS Reclamation Application 20110106 Submitted for LOC070001

Attachments:  20110106.pdf (3 KB)

The Reclamation Application has been received in EDS.

The application will be reviewed by Sustainable Resource Development (SRD) staff.

Reclamation Application Number is 20110106

Disposition: LOC070001

This message is generated by Electronic Disposition System (EDS) on 2011.09.14 at 15:43:04

Please do not reply to this message.